

# REFERRAL FORM

## UNPERMITTED DWELLING UNIT (UDU) Inter-Agency Referral Form



### Related Code Section

Los Angeles Municipal Code (LAMC) [Section 14.00 A.10 of Chapter 1](#) for properties subject to zoning established in Chapter 1 and [LAMC Section 9.4.4.D. of Chapter 1A](#) for properties subject to zoning established in Chapter 1A authorize formal procedures for the legalization of pre-existing unpermitted dwelling units (UDU).

### Purpose

This form is to serve as an inter-agency referral for Los Angeles Department of City Planning (DCP), Department of Building and Safety (LADBS), and Los Angeles Housing Department (LAHD) in relation to the implementation of the above LAMC Sections. The form is used to evaluate the project's compliance with the UDU regulations.

### Process

Applications for legalization of unpermitted dwelling units shall be completed and signed by staff from the relevant Department(s) prior to issuance of the final building permit. The Department of City Planning reserves the right to require an updated form for the project if more than **180 days** have transpired since the approval date, or as necessary, to reflect project modification, policy changes and/or amendments to the LAMC, local laws, and state laws.

### THIS SECTION TO BE COMPLETED BY CITY PLANNING STAFF

- Structure has a non-permitted dwelling unit or guest room.
- Structure is located in a zone that allows multiple-family uses
- Units to be legalized were built and occupied as residential units between December 11, 2010 and December 10, 2015. Please provide acceptable evidence such as a lease, utility bill, Order to Comply, Rent Stabilization Certificate, photographs, or other evidence.
- At least one additional Restricted Affordable Unit will be provided on-site.
- Project Eligible for Moderate Income Set aside.

#### Notes:

Planning Staff Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Referral Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

## THIS SECTION TO BE COMPLETED BY APPLICANT

### I. PROJECT INFORMATION

Project Address(es): \_\_\_\_\_

Existing No. of Units: \_\_\_\_\_ Permitted: \_\_\_\_\_ Unpermitted: \_\_\_\_\_

Applicant/Representative Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Assessor Parcel No(s): \_\_\_\_\_

Number of Lots: \_\_\_\_\_ Site Area (sf): \_\_\_\_\_

Current Zone: \_\_\_\_\_

Community Plan: \_\_\_\_\_

Land Use Designation: \_\_\_\_\_

**ED 1 Eligible<sup>1</sup>**

Specific Plan

DRB/CDO/CPIO

HPOZ

Enterprise Zone

Redevelopment Project Area

If applicable, specify Specific Plan/Overlay: \_\_\_\_\_

Q Condition/D Limitation (Ord. No. and provide a copy): \_\_\_\_\_

Other Pertinent Zoning Information (specify): \_\_\_\_\_

Is the Project Site with ½ mile of a Major Transit Stop<sup>2</sup>?

YES

NO

Detailed Description of Proposed Project:

<sup>1</sup> Refer to [Executive Directive 1 Implementation Guidelines](#) for qualifying criteria. If the project is determined to be ineligible for ED 1, a new Referral Form will need to be obtained.

<sup>2</sup> Per AB 744, a Major Transit Stop means a site containing an existing rail transit station or the intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods. It also includes major transit stops that are included in the applicable regional transportation plan.

## THIS SECTION TO BE COMPLETED BY LADBS STAFF

### II. ZONING COMPLIANCE

#### A. Number of Permitted and Unpermitted Units

1. Number of permitted units on-site: \_\_\_\_\_ units (a)
2. Number of unpermitted units on-site: \_\_\_\_\_ units (b)
3. Total number of units proposed: \_\_\_\_\_ units (c) [c = a+b]
4. Number of main buildings on lot: \_\_\_\_\_
5. Identify location of unpermitted unit: \_\_\_\_\_

#### B. Parking

1. Number of required parking spaces per building records: \_\_\_\_\_
2. Number of provided parking spaces per building records: \_\_\_\_\_
3. Description of current parking provided on property: *(include description of number of compact spaces, number of covered spaces, number of tandem spaces, etc. as applicable, consider the existing UDU.)*

Is the current provided parking compliant with the LAMC?

YES

NO

#### C. Parking Compliance

##### 1. Requested Parking Compliance: *(Please choose only one of the following options)*

- Parking Option 1:** Recalculate parking for all units in the project based on # of bedrooms for all units in the project (not just the restricted units), inclusive of Disabled and Guest parking. Any fractions are rounded up.

	# of Units	Spaces/Unit	Parking Required	Parking Provided
<b>0-1 Bedroom</b>		1		
<b>2-3 Bedrooms</b>		2		
<b>4+ Bedrooms</b>		2.5		
<b>TOTALS</b>				

- Parking Option 2:** Parking may be calculated by maintaining all existing parking and providing additional parking only for newly legalized unit(s) in accordance with Parking Option 2 in [LAMC Section 12.22 A.25\(d\) of Chapter 1](#) or [LAMC Section 9.2.1.C.2. of Chapter 1A](#), as applicable. Up to 40% of required parking for Restricted Affordable Units may be compact stalls. One Restricted Affordable Unit or dwelling unit for Low Income individuals must be provided for each legalized unit. Any fractions are rounded up.

	# of Units	Spaces/ Unit	Add'l Parking Required	Parking Provided
<b>Permitted units</b>		n/a	0	<i>[from Section II.B.2]</i>
<b>Restricted Affordable</b>		1		
<b>Very Low/ Low Income Senior or Disabled</b>		0.5		
<b>Residential Hotel</b>		0.25		
<b>TOTALS</b>				

- Parking Option 3:** Parking may be calculated by maintaining all existing parking and providing additional parking at a ratio of 0.5 parking spaces per bedroom only for the newly legalized unit(s) for a project located within one half mile of a Major Transit Stop<sup>1</sup>. The maximum ½ mile distance to a major transit stop is measured in a straight line (“as the crow flies”). Tandem or uncovered parking is permitted. Any fractions are rounded up.

	# of Bedrooms	Spaces/Bedroom	Add'l Parking Required	Parking Provided
<b>Permitted units</b>		n/a	0	<i>[from Section II.B.2]</i>
<b>Unpermitted units</b>		0.5		
<b>TOTALS</b>				

**D. Passageway (Per Ordinance, not an additional incentive)**

Does the project meet the passageway provisions of [LAMC Sections 12.21 C.2\(b\) through \(e\)](#) (properties with applied zoning pursuant to Chapter 1 of the LAMC only)?

YES       NO

**E. Additional Project Zoning Compliance (Must be completed)**

<b>Zoning Standard</b>	<b>Code Section</b>	<b>Required /Allowable</b>	<b>Proposed (Description of conditions currently provided on property)</b>	<b>Zoning Relief Required (Y/N)</b>
<b>Automobile Parking</b>				
<b>Bicycle Parking</b>				
<b>Open Space</b>				
<b>Yard/Setback: Front Side Side Rear</b>				
<b>Lot Coverage</b>				
<b>Lot Width</b>				
<b>Floor Area Ratio</b>				
<b>Other (please specify)</b>				

**Notes:**

**LADBS Staff Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY CITY PLANNING STAFF**

**III. ZONING RELIEF AND AFFORDABLE HOUSING REQUIRED**

**A. Density Compliance**

**1. Maximum density allowable per zoning:**

- a. Lot size (sf): \_\_\_\_\_ s.f. (d)
- b. Density allowable by zone: \_\_\_\_\_ units/s.f. of lot area (e)
- c. Base Density: \_\_\_\_\_ units (f); [f = d/e, Including fraction and round up to the next whole number]  
 or if applicable, Permitted Units by Certificate of Occupancy of \_\_\_\_\_ units.

**2. Total Number of Units Proposed:** \_\_\_\_\_ units (g) [from Section II.A.3]

**3. Total Increase in Density Requested:** \_\_\_\_\_ percent (h) [h = ((g-f)/f)\*100]

**4. Percent of Affordable Set Aside Required:** (Pursuant to CA Gov't Code Sect. 65915(f))

**5. Total Increase in Density Approved:** \_\_\_\_\_ (check code section below)

Check One	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Code Section</b>	<a href="#">LAMC Section 14.00 A.10(d)(1) of Chapter 1</a> or <a href="#">LAMC Section 9.4.4.C.2. of Chapter 1A</a>	<a href="#">LAMC Section 14.00 A.10(d)(2) of Chapter 1</a> or <a href="#">LAMC Section 9.4.4.C.3. of Chapter 1A</a>	<a href="#">LAMC Section 14.00 A.10(d)(3) of Chapter 1</a> or <a href="#">LAMC Section 9.4.4.C.4. of Chapter 1A</a>
<b>Description</b>	Less than 35% increase in density	Greater than 35% increase in density when the number of legal units exceeds allowable density	Legalizing a third unit on a property when an existing permitted two-unit building already exists

## B. Additional Incentives

1. Total Number of Incentives/Zoning Relief Requested: \_\_\_\_\_ [from Section II.E above]

List of Incentives Requested and Approved by DCP [from Section II.E]

One:

Two:

Three:

**Additional Waivers of Development Standards Required:** (Only after exhausting 3 incentives)

- If not waived, these development standards would physically preclude the legalization of an eligible UDU project with the densities and incentives permitted by [LAMC Section 14.00 A.10 of Chapter 1](#) or [LAMC Section 9.4.4.C. \(Incentives\) of Chapter 1A](#). Development standards include, but are not limited to, a site condition, a height limitation, a setback requirement, a floor area ratio, an onsite open space requirement, or a parking ratio that applies to a residential development pursuant to any ordinance, general plan element, specific plan, charter, or other local condition, law, policy, resolution, or regulation. Development standards do not include conditions imposed through discretionary approvals. Incentives and additional waivers shall not be used to exempt compliance with performance standards.

\_\_\_\_\_  
DCP Staff initials

**2. Qualification for Incentives:** *(Calculated as a percentage of base density)*

<b>Eligible Number of Incentives</b>	<b>Percent of Total Units Restricted to Very Low Income Households</b>	<b>Percent of Total Units Restricted to Low Income Households</b>	<b>Percent of Total Units Restricted to Moderate Income Households</b>
<b>One</b>	<input type="checkbox"/> 5% to <10%	<input type="checkbox"/> 10% to <20%	<input type="checkbox"/> 10% to <20%
<b>Two</b>	<input type="checkbox"/> 10% to <15%	<input type="checkbox"/> 20% to <30%	<input type="checkbox"/> 20% to <30%
<b>Three</b>	<input type="checkbox"/> 15% or greater	<input type="checkbox"/> 30% or greater	<input type="checkbox"/> 30% or greater

**C. Number of Affordable Units Required**

<b>Type</b>	<b>Percent Required</b> <i>[per Sections III.A.4 and III.B.2]</i>	<b>Number of Units Required</b>	<b>Number of Bedrooms per Restricted Unit(s)</b>
Extremely Low Income			
Very Low Income			
Low Income			
Moderate Income			
<b>Total</b>			

**Notes:**

**Planning Staff Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## THIS SECTION TO BE COMPLETED BY LAHD STAFF

### IV. AFFORDABLE HOUSING COVENANT

#### 1. Affordability Covenant

- An affordability covenant executed and/or recorded to the satisfaction of the Los Angeles Housing and Community Investment Department. Contact [lahd-landuse@lacity.org](mailto:lahd-landuse@lacity.org) for the application and processing and monitoring fees.

Type	Number of Units Recorded
Extremely Low Income	
Very Low Income	
Low Income	
Moderate Income	

## INSTRUCTIONS

1. **APPOINTMENTS.** Individual agencies may require appointments to require completion of individual portions of this referral form. Please inquire with individual agency staff to determine this.  
 For the Department of City Planning, an appointment with the Affordable Housing Service Section (AHSS) Staff is recommended to complete this referral form. After the Unpermitted Dwelling Unit Inter-Agency Referral Form is completed, an appointment to file your Public Benefit application at the Development Services Centers is also required and must be made via the City Planning website:  
<http://planning.lacity.org>.
2. **REVIEW MATERIALS.** Review of the referral form by staff is intended to identify and determine compliance with City requirements necessary to achieve the proposed project. Materials submitted for Eligibility Criteria and Zoning Compliance must comply with the respective agency’s criteria for submittal. Please consult the respective agency for specific submittal requirements.
  - a. **Eligibility Criteria:** The Unpermitted Dwelling Unit (Ordinance No. 184,907) requires specific evidence to establish occupancy including an apartment lease, utility bill, Rent Stabilization Ordinance (RSO) Rent Registration Certificate, code enforcement case documentation (i.e. Orders to Comply), all between the period of December 11, 2010 to December 10, 2015. Insufficient materials or lack of materials will delay processing of your project.
  - b. **Zoning Compliance:** Applicants will need to submit for Plan Check with the Los Angeles Department of Building and Safety (LADBS) to ascertain if there are any other issues or necessary approvals associated with the project/site which should be resolved.

## CONTACT INFORMATION

DOWNTOWN OFFICES	VALLEY OFFICES	SOUTH LA OFFICES	WEST LA OFFICES
Housing Department Land Use Unit 1200 W. 7th Street, 8th floor Los Angeles, CA 90017 Phone: (213)808-8843 Email: lahd-landuse@lacity.org Website: <a href="https://housing2.lacity.org/partners/land-use-covenants">https://housing2.lacity.org/partners/land-use-covenants</a>	Department of Building and Safety, Van Nuys Office 6262 Van Nuys Blvd., Suite 251 Van Nuys, CA 91401	Department of City Planning, South LA office 8475 S. Vermont Avenue, 1st Floor Los Angeles, CA 90044 Email: <a href="mailto:planning.southla@lacity.org">planning.southla@lacity.org</a>	Department of Building and Safety, West Los Angeles Office 1828 Sawtelle Blvd. Los Angeles, CA 90025
Department of Building and Safety, Metro Office 201 N. Figueroa St., 4 <sup>th</sup> Floor Los Angeles, CA 90012 Phone: (213) 473-3231 Website: <a href="http://www.ladbs.org">http://www.ladbs.org</a>			
Department of City Planning Affordable Housing Services Section Figueroa Plaza 201 N. Figueroa St., 5 <sup>th</sup> Floor Los Angeles, CA 90012 Phone: (213) 202-5464 Email: <a href="mailto:planning.priorityhousing@lacity.org">planning.priorityhousing@lacity.org</a>			